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Date:	23 October 1957
By: 25	

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT : Intelligence School Weekly Report #43
17 October through 23 October 1957

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I. SIGNIFICANT ITEMS:

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The first phase of a special orientation course for Support Personnel at [redacted] was given to two groups on, respectively, 16 and 17 October. [redacted] opened the course on 16 October, [redacted]

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[redacted] joined him mid-morning on the 16th, and [redacted] arrived mid-morning of the 17th. Careful preparation by the IO Staff and the complete cooperation given by the staff at [redacted]

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[redacted] resulted in the course running very smoothly. [redacted] was advised by [redacted] that the course was more than satisfactory in meeting the requirements of the [redacted] employees who attended.

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II. OTHER ACTIVITIES:

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A. Office of C/IS

(1) The Editorial Board for the Studies in Intelligence met on 19 and 20 October at [redacted]. Seven articles and three book reviews were approved for publication in the Winter issue of the Studies. Two more articles are to be added later.

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(2) [redacted] is away from the office on a special project for the Operations School.

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(3) The Intelligence School moved office locations on the second floor, R & S Building, on Monday, 21 October. The move, which was for the purpose of locating each of the two Faculties in a distinct office area, places the Intelligence Orientation Faculty [redacted] in the rooms nearest the head of the staircase; the Office of C/IS opposite the Library; and the Intelligence Production Faculty [redacted] at the end of the corridor, in the northeast part of the building. New room assignments are as follows:

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B. OTR Orientation Officer

(2) On 22 October 50 persons attended the Departmental Briefing. In attendance were intelligence officers from State, Army, Navy, Air, and NSA. There was also representation from the Army's Office of the Chief of Special Warfare and USIA. The ranking official was the Radio Manager of USIA's Radio and Television Services. General Cabell opened the Briefing with a word of welcome.

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(3) On 21 October the CIA Introduction was conducted for [] persons. The level of intelligence and maturity has decidedly improved since the summer months.

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(4) At the request of the participants in the Office of Security's semi-annual Clerical Conference, a lecture on Communism was delivered on 17 October. [] was invited to give this lecture because he has made similar presentations in the past. The matter has been coordinated with C/SIC.)

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C. Intelligence Production

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(1) [] met with [] to discuss [] request for two lectures for LAS on the geography and resources of East Asia during the next scheduled regional survey. [] will be occupied with the map course at this time, and [] will undertake the LAS commitment.

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(2) [] students completed Effective Speaking #4 on Wednesday, 16 October. Because of pressure in his office, one student was unable to complete the course.

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(3) Conference Leadership #6 started on 21 October with [] students enrolled. An additional student will join the class on Wednesday, 23 October.

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(4) [] met with the Intelligence Production Faculty on 22 October to discuss the physical security problems of the new office and classroom area for which his staff is responsible. He asked [] to act as Security Officer for this area.

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(5) [] students completed Reading Techniques #38 on Friday, 18 October. [] is now conducting final interviews. Because of a TDY assignment, one student dropped out of the course after the first week.

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(6) With the assistance of [redacted] finished constructing two more forms of the new informational reading tests. These new forms were used as part of the post-test battery in Reading Techniques #38.

D. Management Training

(1) The first week of Management (Special) for SR was completed on Friday, 18 October. Considerable readjustment of the original schedule has been necessary since students and instructors alike have found the various discussion sessions to warrant a greater expenditure of time than was originally anticipated.

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(2) [redacted] C/SR, has agreed to appear next Thursday morning to address his middle managers who are presently attending the course.

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(3) Basic Management #38 opened on 21 October, with an enrollment of [redacted] students. The guest speaker for the first session of the course was [redacted] SSA-ID/5.

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(4) Basic Supervision #34 was completed on 18 October with [redacted] members in attendance. This was an unusually enthusiastic group of supervisors as GS-9 and GS-11 level.

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(5) Basic Supervision #35, a presentation for GS 12-14 supervisors, begins on Monday, 28 October. This is the course that will cover the established subject matter, but in 14 days instead of the usual 10. [redacted] students are currently enrolled.

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E. Operations Support

(1) In the tradecraft portion of the current Operations Support the students appeared to have preconceived notions of tradecraft terminology and to adhere too rigidly to the definitions in the Tradecraft Manual. These difficulties were gradually overcome, and the students' grades compared favorably with those of previous groups. The change of attitude was marked. There was even a round of applause at the close of the two-week tradecraft portion, when one of the students who described himself as "vociferous and voluble" proposed that the class give [redacted] a hand for his patience and excellent handling of their problems.

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(2) The handbook material dealing mainly with the personnel aspects of the case officer-agent relationship in the field has been discussed with the Deputy Director of Personnel and the Executive Officer, Office of Personnel. They felt that a personnel handbook for field case officers would necessarily be so general in content as to be of limited value to most case officers. They did, however, agree that a check list to assist field administrative and personnel officers, as well as case officers, in resolving "crash" cases and taking proper administrative action in emergency situations involving all classes of personnel, would be helpful. [] is exploring this possibility. Some portions of this handbook manuscript will be incorporated into the lecture on Agent Acquisition.

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(3) [] conferred with Area Logistics Officers for NEA and SE to discuss suggestions as to how OTR could assist in training personnel assigned to field stations in concerned areas.

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(4) [] has been requested to serve as technical adviser in the production of the Logistics film entitled "The Other Hat." Production is expected to begin soon after 12 November.

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(5) At the request of [] of the CI Staff, tutorial training was provided for []. An unexpected resignation made it impossible for her to attend regularly scheduled training.

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(6) The film entitled "The Hunted" was reviewed and determined unsuitable for use in Operations Support.

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F. Intelligence Orientation

(1) [] conferred with [] of the A & E Staff on 21 and 22 October concerning results of an item analysis which A & E ran on the IO examination. A third conference is scheduled for 23 October, and others will be held in the future. Forty of the test questions will have been completely examined and the necessary revisions made for IO #15 and the remaining forty for IO #16.

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(2) A new manual, The National Intelligence Process, has been completed by [] and is ready for the printer. The manual is designed to show the integration of the various elements of CIA and the rest of the Intelligence Community in terms of the production of National Intelligence.

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G. Clerical Training

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(1) During the week of 14 October there were [] people in Clerical Induction Training. Of these, [] were entering class for the first time. During the same period, there were [] people in Clerical Orientation. This group in Clerical Orientation represented a change from the employees brought aboard during the summer months, being better qualified and having a fine attitude toward the entire program.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 14 October were as follows: Of people tested in shorthand, qualified; of people tested in typewriting, qualified.

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(3) The permanent public address systems were installed in rooms 400, 401, and 501 last week. This is a great improvement over the make-shift apparatus used to date.

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III. PERSONNEL NOTES

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A. is attending "Techniques in the Development of Budget Estimates" conducted by the Comptroller's Office. This course runs for two hours each Tuesday morning for ten weeks.

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B. father died on Wednesday, 16 October. will be on annual leave until family arrangements are completed.

C. may be called to Chicago at any moment by the critical illness of his father.

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D. is on extended sick leave, and may have to resign for reasons of health.

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Chief, Intelligence School